

January 12, 2000

TO: Members of the MAG Population Technical Advisory Committee

FROM: George Pettit, Gilbert, Chairman

SUBJECT: MEETING NOTIFICATION AND TRANSMITTAL OF TENTATIVE AGENDA

Thursday, January 20, 2000 - 10:00 a.m.  
MAG Office, Suite 200, Saguaro Room  
302 North 1<sup>st</sup> Avenue, Phoenix

A meeting of the MAG Population Technical Advisory Committee (POPTAC) will be held at the time and place noted above. The majority of the meeting will be devoted to the latest information on Census 2000.

Please park in the garage under the Arizona Bank Building (formerly Norwest Bank Building) in an unreserved space. Bring your ticket to the meeting and parking will be validated. For those using transit, the Regional Public Transportation Authority will provide transit tickets for your trip. For those using bicycles, please lock your bicycle in the bike rack in the garage.

Please be advised that under procedures approved by the MAG Regional Council on June 26, 1996, all MAG committees need to have a quorum to conduct business. A quorum is a simple majority of the membership, or 11 people for the MAG POPTAC. If you are unable to attend the meeting, please make arrangements for a proxy from your jurisdiction to represent you. If you have any questions or need additional information, please contact Harry Wolfe at (602) 254-6300.

#### TENTATIVE AGENDA

1. Call to Order

2. Call to the Audience

Persons wishing to address the MAG POPTAC will be provided an opportunity to comment.

3. Approval of Minutes of December 2, 1999

#### COMMITTEE ACTION REQUESTED

2. For information.

3. Review and approve meeting minutes of December 2, 1999.

4. Media Efforts for Census 2000, Recruitment of Staff and Overview of Actions Required for Census 2000

At the December meeting of the MAG POPTAC, it was recommended that Public Information Officers and other interested parties meet as a group prior to each MAG POPTAC meeting to discuss media efforts for Census 2000. The first Census Media Outreach meeting will be held on Thursday, January 20, 2000 at 9:00 a.m. at MAG. Presentations will be made by the City of Phoenix and other MAG member agencies on their publicity materials for Census 2000. A report of the results of the meeting will be provided to the MAG POPTAC. In addition, representatives of the Census Bureau's local offices will give a status report on recruiting for Census 2000; and MAG staff will provide an overview of the actions that will need to be undertaken in order to carry out Census 2000.

5. Address Update Programs

A. MAG member agencies in the Update/Leave area received their final address lists in early December. The deadline for submitting an appeal to the Census Bureau for addresses that are missing from the Census Bureau's file was the second week of January for most MAG member agencies. Several member agencies in the Update/Leave area have filed an appeal. These member agencies will review the documentation they provided in support of their appeal.

B. Staff at the Denver Regional Office of the Census Bureau reported that maps for jurisdictions in the mailout/mailback area were sent out on January 10, 2000. Address lists for the Mailout/Mailback Area are to be sent from Jeffersonville, but have not yet been released. MAG staff will review the process for submitting an appeal and the documentation that needs to be provided. Representatives from the Denver Office of the

4. For information and discussion.

5A. For information, discussion and possible action.

5B. For information, discussion and possible action.

Census Bureau will be available to answer questions.

- C. On February 1, 2000, the National Academy of Sciences will be holding a meeting in Washington D.C. to design a Local Update of Census Address Evaluation Study. The purpose of the study is to evaluate the Local Update of Census Addresses Program for Census 2000 and to provide input to the Census Bureau on measures to improve the program. MAG staff has been invited to attend the meeting and participate in the preparation of the study design. Input from members of the MAG POPTAC on suggested improvements to LUCA will be requested.

6. Local Update of Census Addresses for Special Places

In November 1999, MAG member agencies received a letter inviting them to participate in the Local update of Census Addresses for Special Places (Known as the LUCA Special Place program). A special place includes group quarters such as dormitories, military barracks, nursing homes, prisons, migrant worker camps and homeless shelters. Participation in the program provides an opportunity for member agencies to review the addresses of the Special Places and provide information on any additional Special Places. Address lists for Special Places were mailed out to member agencies in late December/early January. The deadline for submitting appeals to the Denver Regional Office of the Census Bureau for most member agencies is January 25-26. On January 27, 2000, the Census Bureau will begin its local knowledge program, in which census personnel update their lists of Special Places. Timely submittal of addresses by member agencies will facilitate this effort. A representative from one of the Census Bureau's Local Census Offices will review the process for enumerating population in Special Places.

- 5C. For information, discussion and possible action.

6. For information and discussion.

7. New Construction Program

All MAG member agencies within the Mailout/Mailback Area have sent in their registration to participate in the New Construction Program. Participants will have an opportunity to submit the addresses and census block numbers for new housing units constructed up to April 1, 2000. The Census Bureau Regional Office has reported that the address files are scheduled to be mailed out today. Responses must be postmarked by April 3, 2000 for them to be accepted by the Census Bureau. MAG staff will review the process for submitting new units constructed to the Census Bureau. Representatives of the Denver Office of the Census Bureau will be available to respond to questions.

While only those member agencies that fall within the Mailout/Mailback area are eligible to participate in this program, communities in the Update/Leave area will be allowed and are encouraged to submit information on new addresses directly to their Local Census Office.

8. Boundary and Annexation Survey

In late December 1999/early January 2000 the Census Bureau distributed the Boundary and Annexation Survey to MAG member agencies and requested that any updates be provided within 15 days. The deadline for submitting updates has passed for most MAG member agencies. The Census Bureau has indicated that there will be one more opportunity to corroborate jurisdictional boundaries for Census 2000 sometime in the summer of 2000. A representative of the Census Bureau's Regional office will discuss the process to incorporating boundary changes and respond to questions.

7. For information, discussion and possible action.

8. For information and discussion.

9. Statistical Areas Program

The Census Bureau has indicated that maps reflecting recommended changes in Census Tracts and Block Groups will be forwarded to Maricopa County by the end of January 2000 or early February. A representative of Maricopa County will be requested to provide an update on the status of the program. Input from the Census Bureau Regional Office also may be solicited as needed.

10. Review of Land Use Codes

MAG has recently entered into contracts with Terra Systems, InfoTech, Applied Economics and Arizona State University to undertake the MAG Database Enhancement Project. The purpose of the project is to assemble the database and assumptions that will be needed to prepare the next round of population and socioeconomic projections. Task 3 in the scope of work for the project calls for a review of the land use codes that are used by MAG in assembling its Existing and General Plan land use database; and the identification of possible additions and modifications to the extent necessary. MAG staff will review the current MAG land use classification and solicit input from members of the MAG POPTAC.

11. Tentative MAG POPTAC 2000 Meeting Schedule

At the December 1999 meeting of the MAG POPTAC, the development of a meeting schedule for the coming year was requested. A tentative MAG POPTAC 2000 Meeting schedule has been developed.

9. For information and discussion.

10. For information, discussion and possible recommendation.

11. For information, discussion and possible action.